

# LIGHTHOUSE ACADEMIES POSITION DESCRIPTION



**MISSION:** We prepare our students for college through a rigorous arts-infused program.

**VISION:** All students will be taught by an outstanding teacher in a nurturing environment. Every student will achieve at high levels and develop the knowledge and values necessary for responsible citizenship and life long learning. The impact of our collaborative efforts will fundamentally change public education.

**TITLE:** *TEACHER*

**REPORTS TO:** Principal

## ESSENTIAL QUALITIES

*A teacher at Lighthouse Academies, Inc. (LHA) teaches and leads with determination and integrity, embodying the following essential qualities:*

- Experience and actions reflect LHA mission, vision, core values
- Passion and ability to build and sustain the K-12 model in a high need, urban environment
- Work in schools reflects a sense of urgency and relentlessness resulting in a proven record of high student achievement
- Reflective, self-aware and adaptable to communication and work styles of others
- Critical thinker and problem solver who takes initiative
- Believes in and works to build a collaborative culture with LHA network, community, staff, families and students

## ESSENTIAL FUNCTIONS

- **Plans and delivers high-quality, arts-infused instruction based on LHA Curriculum Guides and student achievement data**  
Examples of work: *Writes comprehensive lesson plans, analyzes student work and assessment data, plan with grade level team*
- **Creates a culture of achievement and respect based on the LHA School Culture Guide and Responsive Classroom/Design program**  
Examples of work: *Plans and holds Morning Meetings; builds strong student relationships, teaches Personal Quality of the Month*
- **Conducts approved assessments as scheduled**  
Examples of work: *Administers NWEA and curriculum assessments, proctors test administrations*
- **Uses data from assessments to modify curriculum, and to plan and implement differentiated instruction**  
Examples of work: *uses NWEA DesCartes to monitor individual achievement, informs students of progress and goals, uses workshop time to meet the needs of intervention students as well as students who need to be enriched*
- **Provides corrective feedback to students and re-teaches as necessary to ensure that the students have mastered the objectives**  
Examples of work: *holds individual student conferences as needed, posts “big goals” and work with students to understand their progress toward these goals, sets and monitors individual student goals*
- **Communicates regularly and professionally with parents, as required and as needed**  
Examples of work: *completes quarterly report cards, participates in quarterly report card conferences, call parents, as needed, to inform them of progress*

- **Implements modifications in a student's education plan that is required by an IEP, 504 Plan, bilingual education program and/or federal, state, and municipal laws**  
Examples of work: *modifies lesson plans to meet the needs of students on IEPs, differentiates presentation of material to meet varying needs, tracks progress toward IEP goals*
- **Consults with other School staff as necessary to complete the functions of the position**  
Examples of work: *Provides progress on IEP Progress Reports, works closely with special education staff*
- **Participates in IEP meetings**  
Examples of work: *Provides evidence of progress toward IEP goals, provides input toward accommodations and modifications to IEP*
- **Develops an Individual Professional Development Plan for approval by the school principal**  
Examples of work: *Identifies areas of strength and development to set goals, works with principal and Director of Instruction toward meeting goals, reflects on progress*
- **Completes written reports, and assigned administrative tasks related to these functions**  
Examples of work: *Provides data for attendance report, uses PowerGrade to track student work completion and grades, completes city/state/LHA reports as needed*
- **Conducts research, reads professional literature, reflects, in the subject area of the assignment**  
Examples of work: *Participates in school-based professional development groups as needed, reads materials distributed by the LHA Education Team, participates in Education Team calls as needed*
- **Assist with duties on a rotating basis, as needed**  
Examples of work: *Monitors lunch duty, recess duty, bus duty (varies by school)*

## MINIMUM QUALIFICATIONS

**I. EDUCATION:** Bachelor's Degree, preferably in Education

**II. EXPERIENCE, KNOWLEDGE & SKILLS:**

- One (1) to two (2) years prior teaching experience preferred
- Required State Teaching Certificate/License
- Highly Qualified status under "No Child Left Behind"
- Strong desire to work within an innovative educational program
- Proven track record of raising student achievement scores
- Ability to turn best practices into high quality, goal-driven results
- Experience with LHA education programs and arts-infused curriculum
- Ability and desire to work well with others
- Experience with urban education
- Data managements tools, organizational tools, computer skills
- Sense of humor

## HUMAN RESOURCE INFORMATION

**EVALUATION:** Evaluation includes: formal (3x per year) and informal (ongoing) observations; Progress toward standards outlined in Teacher Performance Standard, network goals, and IPDP goals

**EMPLOYMENT AND BENEFITS:** Per company policy

**CLASSIFICATION:** Full-time, Academic, and Exempt

**APPLICATION:** Please submit an on-line application for the Indianapolis Lighthouse Charter School Teacher positions at <http://www.lighthouse-academies.org/careers.htm>.

